

## Policy & Procedure (P& P)

Policy Title :

### Checking of Balances by Standard Weight Mass

Department	Index No.	Scope
Laboratory & Blood Bank	LAB-104	Blood Bank Staff
Issue Date	Revision NO	Effective Date
27/10/1432	2	23/07/1440
Review Due Date	Related Standard NO.	Page Number#
23/07/1442	CBAHI (LB .38)	2

#### 01. Policy:

01.1. All the blood bank balances should be checked periodically by using standard weight (mass) which is equal or near to the maximum capacity of the scale in order to give accurate and precise results.

#### 02. Definition:

02.1. N/A

#### 03. Purpose :

03.1. To ensure accuracy of balances.

#### 04. Procedure :

##### 04.1. Material

04.1.1. Standard weight (mass) 5g, 10g, 20g, 50g, 100g, 200g, 500g.

##### 04.2. Method

04.2.1. Press and hold (cal) key. After 3 seconds the display will change to "CO" release the key.

04.2.2. Ensure there is no weight on the scale then press the (Cal) key again. The display will show "tare". Release the key.

04.2.3. If the no-load calibration value is acceptable, the display will then show "C XX UU" where XX is the value of calibration mass required and "UU" is the units (KG or G) for the calibration mass. e.g. "C6 kg" for a 6 kg mass.

04.2.4. Place the correct calibration weight (mass) on the scale.



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04.2.5. Place the (cal) key again. The display shows "cal" until calibration is complete and then return to normal weighing.

04.2.6. Verify the calibration by placing weight (mass) on the scale. The display should show the correct calibration weight (mass) in the currently selected units.

**NB:** We request standard weight (mass) from hospital management several times but no response until now.

### 06. RESPONSIBILITY

06.1. All Laboratory and Blood Bank Staff of Al-Qunfudah General Hospital.

### 07. EQUIPMENT AND FORMS::

07.1. Balance Calibration Work Sheet

### 08. Attachment :

N/A

### 09. Reference

09.1. King Abdul Aziz Hospital.

09.2. Technical Manual of the American Association of Blood Banks.

### Preparation , Reviewing & Approval Box

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